

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the Brown County Administration Committee was held on Thursday, January 2, 2020 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Sieber, Supervisor Deneys, Supervisor Vander Leest, Supervisor Schadewald, Supervisor Kneiszel
Also Present: Director of Administration Chad Weininger, Technology Services Director August Neverman, Supervisor Tran, Supervisor Borchardt, Child Support Administrator Maria Lasecki, Treasurer Paul Zeller

I. Call to Order.

The meeting was called to order by Chair Tom Sieber at 5:30 pm.

II. Approve/Modify Agenda.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

III. Approve/Modify Minutes of December 5, 2019.

Motion made by Supervisor Vander Leest, seconded by Supervisor Deneys to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

- 1. Review minutes of:**
a. None.

Comments from the Public. None.

Communications. None.

Child Support

2. Budget Status Financial Report for November 2019.

Child Support Administrator Maria Lasecki informed the Child Support budget is in really good shape. She noted that training looks like it is over budget but reminded the Committee that there was the additional training money made available from the State and that is why it looks like it is over.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

3. Open Positions Report for December 2019.

Lasecki reported they are currently recruiting for an Enforcement Specialist position. The person in that position left to pursue a legal assistant position in a law firm. There is also a Support Information Center (call center) position open because the person in that position left to pursue a nursing career so they will be recruiting for that position as well.

Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. **MOTION CARRIED UNANIMOUSLY**

4. Director Summary for December, 2019.

Lasecki referred to her report in the agenda packet and added that the ELEVATE program will kick off on Monday and they are excited to get it underway.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Administration and Human Resources

5. Budget Status Financial Report & Graph for November 2019.

Director of Administration Chad Weininger informed Administration will be returning money back to the general fund.

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Budget Adjustment Log.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Director's Reports.

Weininger talked mainly about Human Resources. He recalled that HR was put under the oversight of the Department of Administration about a year ago. At that time they began to focus on 17 new policies outlining specific standards that could be maintained to allow fair treatment throughout the County. The majority of those are ready for review by Corporation Counsel and once that is done, they will be fully implemented. Mandatory training for supervisors was also implemented and that has helped cut down a number of problems that were occurring in the past. The HR jobs manual which is an operating manual for the HR analysts and generalists has also been completed so everything is standardized.

The next thing HR will be working on is meeting with each department head to look at their recruitment needs and they will be looking at bringing back some of the competency testing that was done in the past to be sure candidates have the appropriate skills needed for the jobs which will hopefully cut down resignations, terminations and discharges.

Chapter 4 will also be reviewed in 2020 because currently that does not match with the Employee Handbook and that has caused some issues. Weininger explained that many departments have their own HR policies, some of which are in compliance and others which may not be in compliance. They will be talking with all department heads about this and reviewing their operational manuals to be sure everything is in sync. Weininger continued that mandated training for employees will continue in 2020 and also noted that elections for members of the Benefits Advisory Committee will be taking place in January.

Weininger also spoke about some of the turnover issues that were happening in the past. He reported that for 2019, there were 1,644 employees with 141 resignations, 43 retirements, 15 discharges, 87 transfers within departments, and 17 transfers to different departments. There is also about 161 LTE staff. The percentage of resignations is less than 1% and that is much better than it has been in the past. One of the problematic areas in the past was Health and Human Services and Weininger said a number of things have been done to address that in the 2020 budget including a number of TO changes to create some steps and adding some positions, a number of which were funded by the State. The other area of concern in 2019 was Public Safety which had 13 resignations, but there did not seem to be a consistent reason why. Weininger noted that no grievances were filed in 2019.

Chair Sieber noted HR seems to be running more smoothly under the oversight of Administration rather than having an HR Director. Supervisor Schadewald questioned Weininger's earlier comments that each department has their own HR policies and asked if that is something that was created by State law.

Weininger said each department is different and they have to have their own unique rules. He is not saying there is anything wrong with the way things currently are, they are just looking to have more consistency and for everything to be fair and be sure they align with Chapter 4.

Weininger also noted that the County's footprint is being squeezed in a number of ways so space is getting a little limited and one of the things they are looking to pilot is a work from home policy for positions that do things like only handle incoming phone calls. They are going through the process to be sure it is done correctly and Technology Services has also been very involved in this and Weininger feels this could be starting relatively soon.

Weininger concluded by indicating the salaries of the County Clerk, Treasurer and Register of Deeds need to be updated soon and he will be pulling comparables for this that he will share with the Committee. He noted that the resolutions for these positions will be drafted the same way the resolution was drafted for the County Board Supervisors and then the Board can make whatever changes they see fit. If the Committee would like to see anything other than comparables, they can let Weininger know so he can gather the information. Sieber feels comparables is a good place to start and suggested that they get something similar to what the rest of the employees get.

Sieber asked about a decision on the tax lawsuit. Weininger said the Judge has 90 days to issue the decision, but that can be extended with approval from the Chief Judge. Weininger said there is about another month until they reach the deadline.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Technology Services

8. Budget Status Financial Report for November 2019.

Motion made by Supervisor Deneys, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

9. Discussion with possible action regarding Closed Captioning. *Action at November Meeting: To refer to Technology Services to report back in January.*

Technology Services Director August Neverman said what he is looking for is a resolution of the Board to direct either TS or Administration to approve either just closed captioning or closed captioning plus transcription. The cost for closed captioning is \$1 per minute and the cost for transcription is \$1 per minute. The disadvantage to the transcription is that it will have exact transcribed information, but it will not say who is talking when.

Supervisor Deneys recalled that what had been discussed earlier was that this was going to be done on a test basis only for one month. He is in favor of doing both the closed captioning as well as the transcription.

Weininger said we are talking about \$500 to try this out and his suggestion is direction be given by the Board to take \$500 from the contingency fund to be approved at the next County Board meeting to be used specifically for the trial of closed captioning. Weininger noted the transcription had been tried in the past but it actually caused more work for staff. The closed captioned meetings could then be put on YouTube.

The recording secretary indicated the transcription done in the past was word for word, similar to a court deposition transcript. There was no way to distinguish who was talking when and the motions were not broken out separately anywhere. The transcription ended up being over 100 pages long for one meeting.

Based on information regarding the prior transcription, Deneys said he would prefer to try just the closed captioning. Supervisor Kneiszel asked if the videos would be searchable on YouTube by agenda items. Neverman said it would not. He explained the meeting would be recorded, downloaded to County staff

who would then send it to the closed captioning company who would add the closed captioning and send it back to staff to be uploaded to You Tube. There is no editing of the film of any kind.

Deneys reminded all we are talking about is a test. Neverman said a test would help determine what a cost to do this for the year would be.

Supervisor Tran reported she had complaints from a few citizens who wanted to come to Board meetings and livestream them but they were told they were not allowed to access the Wi-Fi so they stopped coming to record the meetings. Neverman said there was a hardware failure for one or two meetings, but that has been fixed and all of the hardware has been replaced. Tran said the citizens were told they could not access the Wi-Fi because they were using too much data and it cost too much money. Neither Weininger nor Neverman were aware of any such issues.

Supervisors Schadewald, Kneiszel and Vander Leest were all in favor of trying the closed captioning on a trial basis and it is anticipated this would be done for the February Board meeting.

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to use \$500 from the contingency fund to test having one County Board meeting recorded and closed captioned. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Director's Report.

Neverman talked about the equipment in the Chambers at City Hall and said he would like to meet with Supervisors Deneys and Kneiszel about that before the next County Board meeting so they can look at the issues and discuss some recommendations.

With regard to recruiting, Neverman informed they are still recruiting for the Apps Manager because the candidate they had declined the offer. They are looking at whether or not it makes sense to change the roles or duties to be as creative as they can with the resources that are available.

Neverman also talked about the individual job category review. They did an analysis focusing the most on the Analysts I and IIs and those are the people who answer the help desk and take care of the individual systems and keep the applications running. Neverman is concerned that the bottom of the scale is below all the other counties. He understands this is something that may take some time to address, but TS numbers of low in a number of areas. At this time the department is being assessed by HR and he will keep the Committee updated.

Sieber recalled about a year ago software was installed in all the squad cars and there were conversations regarding who was responsible for the equipment and asked for a status update. Neverman responded that he has a meeting scheduled soon with the key parties regarding this and they are working on a resolution that will explain the problem and the proposed solution which is likely to be that there will be contracts for everything. He will keep the Committee updated on.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Treasurer

- 11. Budget Status Financial Report for for November 2019. Treasurer's Comments: As of 11-30-2019 the Treasurer's Budget shows a Grand Total Budget Surplus of \$1,831,274.83. Netting out Budget Revenue line item 4907 (Unrealized Gain) leaves a CASH Budget Surplus of \$1,017,037.26 as we approach year end.**

Treasurer Paul Zeller informed the County is in a real strong surplus position as of November 30. 2019 will be a great year and tough to match in 2020 because everything went right in 2019. There was an increase in interest rates on investments into December 2018 and the first quarter of 2019. IN addition, the Federal Reserve cut interest rates three times throughout the year. Those rate cuts translate to less

income on our operating cash, but the investments made at the higher rate in 2018 paid off big in 2019. He also noted that the property sales made in 2019 so far have resulted in a strong gain position.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Discussion and possible action on the sale of the following tax deed parcel acquired by Brown County in 2013 by Tax Deed Foreclosure: Parcel #2-252-1 Address: Between 801 & 807 S. Ashland Avenue.

Zeller referred to the plat map in the agenda packet and noted that when he started as Treasurer there were about 12 parcels that were taken in foreclosure that remained in the County's portfolio dating back to 1996 and this is one of the last properties. What has changed with this parcel is change of ownership of the neighboring properties. The subject property is a three foot strip of land between two rental homes on Ashland Avenue. The neighbor to the north is now an interested party. Zeller provided the Committee with a copy of a letter form Property Listing to explain what has taken place and how orphan parcels like this are created, a copy of which is attached.

Zeller continued that there are trees on the three foot strip that are impacting the property to the south and that property owner has complained to Brown County that his property is being adversely affected by the trees. Corporation Counsel has advised Zeller to cut the trees down to eliminate the County's liability. The property owner to the north is willing to take the property and pay the \$30 recording fee. Property Listing will then assist with reattaching the three foot strip to the property so there is not a failure to pay property tax situation in the future because the County will be free of ownership. Zeller has funds in his budget to cut the trees down and has an estimate for \$850 for that but feels it may end up costing more. Public Works has looked at the trees and did some trimming, but they are not capable of the tree removal.

Kneiszel asked if it was the County's fault that the three foot strip was not paid. Zeller said the e-mail he provided earlier noted that this dates back to an error in the legal description in 1949 that is now being corrected.

Motion made by Supervisor Schadewald, seconded by Supervisor Kneiszel to take Treasurer's recommendation to transfer title of Parcel 2-252-1 to property owner at parcel 2-252 with the buyer paying the \$30 recording fee. Vote taken. MOTION CARRIED UNANIMOUSLY

County Clerk – No agenda items.

Other

13. Audit of Bills.

Motion made by Supervisor Schadewald, seconded by Supervisor Deneys to acknowledge receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Such other matters as authorized by law. None.

15. Adjourn.

Motion made by Supervisor Kneiszel, seconded by Supervisor Deneys to adjourn at 6:18 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio, Administrative Specialist

Zeller, Paul D.

From: Leslie, Tom L.
Sent: Monday, December 30, 2019 2:39 PM
To: Zeller, Paul D.
Subject: RE: 2-252 INFO

Paul,

Here's what I have for the "blurb":

Agnes M. Sharp acquired Lots 12 & 13 via documents 122 Deeds 46 and 3 Wills 536, all in 1912.

Agnes then conveys all of Lot13 *except North 3 feet* to Elmer & Roma Hansen via document 152 Deeds 379 in 1920, thus keeping the North 3 feet of Lot 13 together with her Lot 12. This document tells us that Agnes deliberately retained the 3 foot strip along with Lot 12 for her own use.

In 1949, Agnes conveys Lot 12 to Roy & Harriet Winters via document 285 Deeds 274. Unfortunately the 3 foot strip was NOT part of that conveyance for some unknown reason. It certainly makes sense that she would convey ALL of her land to the Winters (why keep a 3 foot strip?)

The 3 foot strip has never been conveyed since the last deed in 1949. Most likely the parcel was conveyed in 1949 using the previous conveyance deed for Lot 12 (122 Deeds 13) which did not mention anything about a 3 foot strip 3 foot strip (an all-to-common occurrence yet today).

It is our department's stance that this 3 foot strip was always intended to be part of 2-252 and to be included in all future conveyances when Agnes sold it in 1949.

Hopefully this works for you. Please let me know if you need something else or any other comments.

Thanks,

Tom Leslie PLS 2674
Brown County Property Analyst
305 East Walnut St - 3rd Floor
Green Bay, WI 54301
Direct (920) 448-4495
Fax (920) 448-4487

From: Leslie, Tom L.
Sent: Monday, December 30, 2019 2:10 PM
To: Zeller, Paul D. <Paul.Zeller@browncountywi.gov>
Subject: 2-252 INFO

Paul,

Do you need something like an email stating our department's stance on the 3 ft strip?

Tom Leslie PLS 2674